



## Directions for Submitting a School Approval Form

This application is used to notify the Tennessee Department of Education of requested changes contained in the SDE TN School Directory.

### Instructions:

- This form must be filled out only by the district School Directory contact.
- Fill out this form and submit to [school.directory@tn.gov](mailto:school.directory@tn.gov)
- If you have questions about this application, contact School Directory staff by e-mail at [school.directory@tn.gov](mailto:school.directory@tn.gov).

#### Use this form for the following changes:

- New School Opening
- School Closing
- A Change in Grade Configuration
- A Change in School or Program Type
- A Change In School or Program Name
- Change in Address

#### There is an alternate form available for the following changes:

- Principal Name
- Principal Email
- Superintendent Name
- Superintendent Email
- School Website and Address
- District Website and Address
- Phone Number

- **Step 1: Fill out school approval form.**
  - Please fill out the school approval form to have the requested changes made to School Directory. The form is located at the link below.
  - <http://tn.gov/education/topic/data-quality-integrity>
- **Step 2: Email form.**
  - Please email the completed form to [school.directory@tn.gov](mailto:school.directory@tn.gov).
- **Items to keep in mind:**
  - All School Approval forms must be signed by the district superintendent.
  - It is preferred that all school approval form be submitted at one time for one district.
  - If a district needs approval by July 1st, they must submit forms by May 1st.
  - School Directory Website: <https://k-12.education.tn.gov/sde/>
  - If a new school is opening, we can grant a pending school numbers once the forms have gone through preliminary review. Please be aware that once the numbers are assigned, these school numbers are at a **pending** status. If the approval for this new schools is denied, these numbers will be withdrawn.